

## REQUEST FOR QUALIFICATIONS



### TOWN HALL AHU #1 & #2 REPLACEMENT

#### SUBMIT TO:

**Fred V. Boone, PE, CPESC  
Public Works Director  
Town of Knightdale  
950 Steeple Square Ct.  
Knightdale, NC 27545**

**(v) 919-217-2250**

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## **INTRODUCTION**

The Town of Knightdale seeks a Professional Service Firm (PSF) to design, specify and estimate the costs for the following HVAC replacement basis of design.

The Heating Ventilating and Air Conditioning (HVAC) systems servicing the Council Chambers at the Town Hall are to be replaced and with the ventilation and control systems upgraded as follows:

1. Replacement of two Model Number 48MAQ First Company Aqua-Therm fan coil units (AH-1 and AH-2) and the associated air cooled condensing units.

Replacement Unit Design Criteria:

Table 1.

Indoor Unit						Outdoor Unit				
Unit #	Model #	CFM	HP	Voltage /Phase	HW Coil BTUH	Model #	Suction Line	Liquid Line	Nominal Tons	Voltage /Phase
AH-1	TWE048	1,600	1/2	208/1	86,400	TTA048	1-1/8	1/2	4	208/3
AH-2	TWE048	1,600	1/2	208/1	86,400	TTA048	1-1/8	1/2	4	208/3

Model Numbers provided are Trane Model Numbers

## **SCOPE OF WORK**

1. Provide design services and deliverables of the replacement of AHU#1 & #2 in accordance with ASHRAE standards . Completed design will consist of the following:
  - a. Plans, Project Specifications and Project Estimate approved by the Town of Knightdale staff.
  - b. All necessary permits/approvals for the execution of the construction of the project to include:
    - i. Building /Mechanical Permit
2. Bid Administration Services through bid opening include the following:
  - a. Plan distribution
  - b. Issuance Addendums/Bid Clarifications
  - c. Bid Advertisement
  - d. Bid Opening
  - e. Certification of Bids/Preparation of Bid Tabulation

The selected firm (PSF) will report directly to the Town of Knightdale. The PSF will be responsible for providing professionally licensed individuals with the appropriate skills and qualifications to ensure contract compliance. The PSF will be directly responsible for oversight of the design project for the Town of Knightdale. The PSF shall indemnify and save harmless the Town of Knightdale for claims and liabilities resulting from negligence, errors or omissions of the PSF; including, but not limited to, the architects, landscape architects, engineers, technicians or subconsultants.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. All Professionals performing the work and in responsible charge of the work must be registered with their respective Professional Licensing Board in the State of North Carolina and must have a good ethical and

professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

**The proposed method of payment for this contract is predominantly lump sum with payment reimbursable with established unit prices.**

### **SELECTION CRITERIA**

Proposals will be evaluated and a consultant will be selected based on the following criteria:

- 30% - Statement of qualifications of firm
- 30% - Firm (and subconsultant) experience and workload
- 30% - Project Team & Experience
- 10% - Project approach

The selection of a PSF to provide on this project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. The Town of Knightdale will short list PSFs to a minimum of three firms.
3. Pre-interview meeting and oral interview at the option of the Town of Knightdale.
4. The Town of Knightdale will select a professional service firm to provide the Design Services.

North Carolina firms qualified to do the work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Town to be capable of performing a majority of the work required.

### **PROPOSAL CONTENT AND FORMAT**

Proposals shall be bound such that they **lay flat when opened and not exceed 10 total (10 Single Sided or 5 Double Sided) pages inclusive of any and all attachments.** Any LOI received exceeding 10 pages will not be considered. The following shall be addressed:

1. Introductory letter: firm name, address, telephone number, and contact person;
2. Table of contents;
3. Response as to why the Town of Knightdale should select your firm for this work;
4. Statement of qualifications of firm;
5. Firm experience and workload: a detailed description of similar projects successfully completed by the firm in the past ten years along with listing of current projects and percent complete; include the name and telephone number of a contact person for each client who can verify the information provided;

6. Project Team & Experience: listing of team personnel who would be assigned to perform substantial amounts of the work on this project; provide a resume and experience record for each person, including years of experience, education and anticipated amount of time each individual would work on this project as well as the location of the base of operations of each person;
7. Sub-consultant personnel experience: listing of outside consultants' personnel proposed to be involved with this project; provide same experience record for each person as for firm personnel;
8. Project Approach: discussion of proposed methodologies, techniques, and procedures for each work item; include a sample inspection report; provide a breakdown and description of tasks assigned per project team member; add the decision making and recommendation process with timelines; describe the hierarchy of project management; optional—provide suggestions for any additional services which may enhance the project;

Insurance Requirements:

- General Liability\* \$1,000,000
- Automobile Liability \$1,000,000
- Professional Liability \$1,000,000
- Worker's Compensation statutory minimum

\*must name Town of Knightdale as additional insured

The Town of Knightdale reserves the right to reject any and all letters of interest.

## **SUBMITTALS & INQUIRIES**

Each firm is invited to submit three (5) suitably bound copies or scanned pdfs of their proposal to:

Fred V. Boone, PE  
Town of Knightdale – Director of Public Works  
950 Steeple Square Ct.  
Knightdale, NC 27545  
e-mail: [fred.boone@knightdalenc.gov](mailto:fred.boone@knightdalenc.gov)

All proposals must be received no later than **2:00 PM on Friday, September 18<sup>st</sup>, 2015.**

Questions regarding this Request for Proposals should be directed to Fred Boone via email at [fred.boone@knightdalenc.gov](mailto:fred.boone@knightdalenc.gov).